



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

November 18, 2016

The Mississippi Department of Marine Resources (MDMR) is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspb.ms.gov under the Job Seekers tab. Please enter the State Position Title as it appears below in the Job Title section. Resumes are not a substitution for completing a job application. The MDMR does not have the authority to fill this position above the below listed annual starting salary.

POSITION TITLE:	Marketing Coordinator
STATE POSITION TITLE:	Projects Officer IV, Special
ANNUAL STARTING SALARY:	\$36,176.62
OFFICE:	Public Affairs
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	November 18 – November 30, 2016

ESSENTIAL FUNCTIONS: This is professional work designing publications for the Mississippi Department of Marine Resources as a member of the Public Affairs Bureau. This person also will design print and digital ads. Knowledge of graphic design and Microsoft Office and Adobe Creative Suite will be used to accomplish tasks in line with the mission of MDMR. This person will work with offices and bureaus within the agency, as well as representatives from the community to help plan Public Affairs' and Seafood Marketing events.

KNOWLEDGE, SKILLS, AND ABILITIES: Candidates should have thorough knowledge of Microsoft Office and Adobe Creative Suite. Candidates also should be familiar with the mission of the MDMR, and have knowledge of the Coast and the seafood industry.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in marketing or communication;

AND

Experience:

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or marketing or communication;

AND

Experience:

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or disability.